



## **Request for Proposals**

### **Alternative Fuel Vehicles and Fueling Infrastructure**

#### ***Executive Summary***

The New Hampshire Department of Environmental Services (DES) and the Granite State Clean Cities Coalition (GSCCC) announce this Request for Proposals (RFP) to expand the use of alternative fuels,<sup>1</sup> alternative fuel vehicles (AFVs), and advanced technology vehicles in the State of New Hampshire. Up to \$1.1 million<sup>2</sup> is available through this solicitation and will be awarded on a competitive basis. **Funds are available on a reimbursement basis only** and are provided by the New Hampshire Department of Transportation through the federal Congestion Mitigation and Air Quality (CMAQ) program and are subject to all requirements and limitations thereof.<sup>3</sup> Only projects located in the ozone non-attainment areas in the State of New Hampshire are eligible for funding. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see attachment for complete listing.

The funding provided through this solicitation is intended to meet three primary goals:

1. Improve air quality through increased deployment of cleaner, advanced technology and AFVs and related fueling infrastructure.
2. Reduce petroleum use in the transportation sector.
3. Stimulate additional public/private sector investment in alternative fuel and advanced technology vehicles and refueling infrastructure.

DES solicits proposals for projects that maximize the benefits from available program dollars. Priority will be given to projects that:

- Result in the greatest emissions reduction per program dollar.
- Offset the greatest amount of petroleum fuel through increased use of advanced technology and AFVs.
- Represent a planned approach to introduce alternative fuel and/or advanced technology vehicles into the applicant's fleet.
- Result in new, publicly accessible, fueling infrastructure for alternative fuel.
- Provide for outreach and educational opportunities.

Funds may be requested for 33.6% of the total project for dedicated AFVs, advanced technology vehicles and fueling infrastructure as follows:

- Up to 80% of the incremental cost<sup>4</sup> of dedicated AFVs up to a maximum of:
  - \$6,000 for light duty vehicles (<8,500 lbs).
  - \$12,000 for medium duty vehicles (8,500 lbs to 14,000 lbs).
  - \$80,000 for heavy duty vehicles (>14,000 lbs).
- Up to 80% of the incremental cost of hybrid-electric vehicles<sup>5</sup> up to a maximum of:
  - \$12,000 for medium duty vehicles (8,500 lbs to 14,000 lbs).
  - \$80,000 for heavy duty vehicles (>14,000 lbs).

- Up to 80 % of the cost of equipment and installation of fueling infrastructure for alternative fuels (excluding biodiesel fueling infrastructure) up to \$200,000. Preference will be given for fueling infrastructure that is publicly accessible.
- Up to 80 % of the cost of electric vehicle charging equipment up to \$20,000.
- Up to 80 % of the cost of additional project costs associated with education and outreach, not to exceed \$1,000.

All Applicants must provide for a minimum non-federal cost share of 66.4% of total project costs.

Project proposals will be reviewed by a panel selected by DES. Applicants will be given the opportunity to present their proposals to the panel as part of the review process. All applicants will be notified of the status of their submittal by DES.

Selected Applicants will be required to enter into a Contract with DES and must provide documentation that all entities to receive funding under the project are registered with the Secretary of State to do business in the State of New Hampshire. The Applicant will also be required to provide documentation of adequate liability insurance. **Each Contract is subject to approval by Governor and Council. No Contract will be awarded without such approval. No expenses that precede the date that a contract between DES and the Applicant is approved by the Governor and Executive Council are eligible for reimbursement.**

DES expects to make multiple awards under this solicitation. The maximum award available per project will be eight hundred thousand dollars (\$800,000). Only projects located in the ozone non-attainment areas in the State of New Hampshire are eligible for funding. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see attachment for complete listing.

Projects must be executed in the manner and location as stated in the project proposal for funding unless otherwise agreed upon in the awarded contract. **The Applicants will pay all up front costs and request reimbursement of approved expenses.** Failure to execute the project in the agreed upon manner will result in the Applicant being required to repay awarded funds to the State. **All projects must be completed no later than December 31, 2010.**

The Applicant must submit one original and five (5) copies of the proposal, each with a completed and signed **Proposal Checklist** (Attachment 1) attached to the front. The original must be clearly labeled and must contain an original signature. Please submit your proposal to:

Dolores Rebolledo  
Grant Manager – Alternative Fuels Program  
NH Department of Environmental Services  
29 Hazen Drive  
PO Box 95  
Concord, NH 03302-0095

DES will assist Applicants with technical questions such as emissions calculations and proposed match eligibility. Questions should not be relative to the scope or the appropriateness of the proposal. Technical questions may be directed to **Chris Skoglund at (603) 271-7624 or [christopher.skoglund@des.state.nh.us](mailto:christopher.skoglund@des.state.nh.us)**. Contractual questions may be directed to **Dolores Rebolledo at (603) 271-6751 or [dolores.rebolledo@des.state.nh.us](mailto:dolores.rebolledo@des.state.nh.us)**.

This solicitation does not commit DES to award a Contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. DES reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety, the solicitation.

## ***I. Introduction***

The Granite State Clean Cities Coalition (GSCCC) is a public/private partnership of over 65 stakeholders statewide and coordinated by the New Hampshire Department of Environmental Services (DES). The goal of GSCCC is to enhance our State's energy security and air quality through technological options and fuel choices that reduce the use of petroleum by the transportation sector. This solicitation will support projects that achieve this goal through the use of alternative fuels<sup>1</sup> and alternative fuel vehicles (AFVs) as well as hybrid technology in medium and heavy duty vehicles.

The funding provided through this solicitation is intended to meet three primary goals:

1. Improve air quality through increased deployment of cleaner, advanced technology and AFVs and fueling infrastructure.
2. Reduce petroleum use in the transportation sector.
3. Stimulate additional public/private sector investment in alternative fuel and advanced technology vehicles and refueling infrastructure.

## ***II. Funding Availability***

DES and the GSCCC will be funding projects totaling approximately \$1.1 million. The project period will be from the date of approval of an Applicant's Contract by Governor and Council to December 31, 2010. All projects must be completed by this date. Projects as described in Section III, Program Requirements, are eligible for funding under this solicitation. Funds will be awarded on a competitive basis. Selected Applicants will enter into a Contract with DES for distribution of funds. No expenses incurred prior to approval of the contract by Governor and Council are eligible for reimbursement. Absolutely no funding will be available for advance payment of expenses; **funds are only available on a reimbursement basis.**

## ***III. Program Requirements***

Proposals under this solicitation are sought for AFV purchases or leases, advanced technology vehicle purchases or leases, and the installation of fueling infrastructure. Priority will be given to projects that:

- Result in the greatest emissions reduction per program dollar.
- Offset the greatest amount of petroleum fuel through increased use of AFVs and advanced technologies.
- Represent a planned approach to introduce alternative fuel and/or advanced technology vehicles into the applicant's fleet.
- Result in new, publicly accessible, fueling infrastructure for alternative fuel.
- Provide for outreach and educational opportunities.

Funds may be requested for 33.6% of the total project for dedicated AFVs, advanced technology vehicles and fueling infrastructure as follows:

- Up to 80% of the incremental cost<sup>4</sup> of dedicated AFVs up to a maximum of:
  - \$6,000 for light duty vehicles (<8500 lbs).

- \$12,000 for medium duty vehicles (8,500 lbs to 14,000 lbs).
  - \$80,000 for heavy duty vehicles (>14,000 lbs).
- Up to 80% of the incremental cost of hybrid-electric vehicles<sup>5</sup> up to a maximum of:
  - \$12,000 for medium duty vehicles (8,500 lbs to 14,000 lbs).
  - \$80,000 for heavy duty vehicles (>14,000 lbs).
- Up to 80% of the cost of equipment and installation of fueling infrastructure for alternative fuels as defined by the US Department of Energy up to \$200,000. Preference will be given for fueling infrastructure that is publicly accessible.
- Up to 80% of the cost of electric vehicle charging equipment up to \$20,000.
- Up to 80% of additional project costs associated with education and outreach, not to exceed \$1,000.

**All Applicants must provide for a minimum non-federal cost share of 66.4% of total project cost. See Section VI. Proposal Requirements, Part 3 - Cost Analysis.**

#### ***IV. Eligible Applicants and Projects***

##### **Eligible Applicants**

Applicants may be any private sector company, non-profit organization, municipality, or state agency operating vehicles in New Hampshire's ozone non-attainment areas. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see attachment for complete listing. Non-profit and private sector applicants must be registered with the New Hampshire Secretary of State to do business in the State of New Hampshire and shall provide a Certificate of Existence or Good Standing, and a Certificate of Insurance within 30 days of initial notification by DES of their intention to enter into a Contract with the applicant.

A person or persons conducting business under any name other than his/her own legal name must register with the New Hampshire Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). Please visit the following website to find out more about the requirements and filing fees for both classifications: <http://www.state.nh.us/sos/corporate>.

Stakeholders of the GSCCC are encouraged to apply for this funding, but are not guaranteed funding on the sole basis that they are stakeholders. Applicants who are not GSCCC stakeholders will be required to become stakeholders as a condition of funding by signing a non-binding Memorandum of Understanding (MOU) that pledges support for the State's goal of reducing petroleum consumption and improving air quality. A copy of the MOU is available at <http://www.granitestatecleancities.org/plan.htm> or by contacting Dolores Rebolledo.

Applicants who are subject to the AFV requirements under the Energy Policy Act of 1992 and 2005 (EPAct) should refer to the list of ineligible projects.

##### **Eligible Projects**

The purpose of this RFP is to reduce petroleum consumption and air pollution through the use of alternative fuel and advanced technologies in New Hampshire, therefore projects must demonstrate the ability to achieve this goal. Examples of eligible projects include, but are not limited to:

- Purchase or lease of dedicated AFVs, including vehicle conversions certified by the Environmental Protection Agency or the California Air Resources Board. Vehicles must remain in use for the lesser of five years or the useful life of the vehicle. Vehicle

- conversions must be on a vehicle less than 3 years old with less than 50,000 miles accrued in order to be eligible for funding.
- Purchase or lease of medium and heavy hybrid-electric vehicles that can demonstrate emissions reductions as compared to conventional vehicles.
  - Purchase or lease of electric vehicles and associated charging infrastructure.
  - The installation of fueling infrastructure for alternative fuels. Equipment may be used to establish a new station or add equipment to an existing station.
    - If the equipment is being added to an existing station, the proposal must include documentation of the need for increasing the fueling capacity of the station due to an expansion of the AFVs/EVs in the Applicant's fleet.
    - Projects that request funding for fueling infrastructure must also demonstrate
      - how vehicles that use the infrastructure will be acquired.
      - that sufficient fuel use is anticipated to warrant the development of the fueling infrastructure.

Vehicles funded by this program must have been manufactured primarily for use on public streets, roads, and highways and must be registered in the State of New Hampshire. Vehicles must be used in the manner and location as stated in the proposal or subsequent contract.

### **Ineligible Projects**

Projects that do not meet the stated program goals outlined in Section I, Introduction, are not eligible. In addition, the following specific projects are not eligible for funding:

- Biodiesel fueling infrastructure.
- Projects by entities subject to the AFV requirements of EPCa, unless the project is for activities that surpass EPCa requirements. Applicant will be required to demonstrate how EPCa requirements are met.
- Hybrid electric vehicles <8,500 lbs GVWR.
- Vehicles that can operate either on an alternative fuel or on conventional petroleum fuels, such as flexible fuel vehicles.
- Fuel purchases.
- Demonstration, research and development projects.

Only projects located in the ozone non-attainment areas in the State of New Hampshire are eligible for funding. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see attachment for complete listing.

## ***V. Cost Share Requirements***

All Applicants shall provide a cost share of no less than 66.4% of the total project cost. All cost share shall be from non-Federal funds and shall be documented in the project application. Cost share can include monetary and non-monetary contributions that satisfy the non-Federal match requirements under the CMAQ program provisions including the following:

- Cash contribution.
- Certain ownership or operation of land, facilities, or other physical assets.
- Construction or project management.

- Other forms of participation approved by the U.S. Department of Transportation.

Proposals that use personnel costs as a portion of the cost share contribution should include an hourly rate of pay and provide justification or verification for the rate of pay proposed.

Project partners may all contribute to the required match provided a legal agreement exists between the Applicant and those partners, and sufficient documentation is provided to support the cost share claim.

Applicants are encouraged to seek additional sources of funding for larger projects and are requested to include a description of that funding and the status of such request (approved or pending).

More details on cost share are provided in Section VI. Proposal Requirements, Part 3- Cost Analysis.

## **VI. Proposal Requirements**

The Applicant must submit one original and five (5) copies of the proposal, each with a completed and signed **Proposal Checklist** (Attachment 1) attached to the front. The original must be clearly labeled and must contain an original signature. Proposals lacking the appropriate completed and signed Proposal Checklist will not be accepted. All proposals must include all the information requirements included in the Proposal Checklist. Applicants will be given the opportunity to present their proposals to the panel as part of the review process.

*Proprietary Information - Careful consideration should be given before confidential information is submitted to the DES as part of your proposal. If the Applicant wishes to have certain materials treated as proprietary and confidential trade secret information, such information should be clearly identified on each page at the time of submission. Complete project proposals will be reviewed by all members of the selection committee which includes members who are not employees of the New Hampshire Department of Environmental Services. Therefore, DES cannot guarantee the confidentiality of any information submitted.*

### **A. Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable representation of the project. Applicants are encouraged to utilize double sided printing where possible. In order to ensure uniformity, applicants are asked to prepare their proposals in the format and order listed below. Proposals must be submitted in two parts: a Technical Proposal and a Cost Proposal. DES will assist Applicants with technical questions such as emissions calculations and proposed match eligibility. Questions should not be relative to the scope or the appropriateness of the proposal. Technical questions may be directed to **Chris Skoglund at (603) 271-7624 or [christopher.skoglund@des.state.nh.us](mailto:christopher.skoglund@des.state.nh.us)**. Contractual questions may be directed to **Dolores Rebolledo at (603) 271-6751 or [dolores.rebolledo@des.state.nh.us](mailto:dolores.rebolledo@des.state.nh.us)**.

### **B. Packaging of Proposal**

Proposals should be enclosed in a sealed envelope, plainly marked as "GRANITE STATE CLEAN CITIES COALITION - Alternative Fuel Program Proposal." Faxed proposals will not be accepted.

### **C. Number of Proposal Copies**

The applicant should submit one original and five (5) copies of the proposal.

## **D. Submission of Proposals**

Please submit your proposals to:

Dolores Rebolledo  
Grant Manager – Alternative Fuels Program  
NH Department of Environmental Services  
29 Hazen Drive  
PO Box 95  
Concord, NH 03302-0095  
[Dolores.rebolledo@des.state.nh.us](mailto:Dolores.rebolledo@des.state.nh.us)

This solicitation does not commit DES to award a Contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. DES reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation.

## **E. Required Sections of Proposal**

### **Part 1 - Cover Letter**

The proposal must contain a cover letter that includes the name of the Applicant, the name of the Applicant's organization, the physical and mailing addresses, and the name, telephone number, and title of the person or persons authorized to represent the institution regarding all matters related to the proposal. The cover letter should provide a brief description of the proposed project and a summary of anticipated project partners.

### **Statement of Qualification**

The cover letter must contain the following statement:

"I have read the New Hampshire Department of Environmental Services (DES), as coordinating member of the Granite State Clean Cities Coalition (GSCCC), Request for Proposals for the Expansion of the Alternative Fuels Project and fully understand its intent. I certify that we have adequate personnel, equipment and facilities to fulfill the deliverable requirements of this proposal. I understand that our ability to meet the criteria and provide the required services shall be judged solely by DES and the GSCCC advisory board. I also certify that I have thoroughly examined the solicitation requirements and our proposed budget allows for all foreseeable expenses. I acknowledge and accept all terms and conditions included in the solicitation."

The Applicant must disclose both in the cover letter and on Attachment 1, Proposal Checklist, any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When an Applicant is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of the DES after the award of a contract, DES may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances.

The cover letter must also provide a summary of financial solvency to demonstrate the Applicant's ability to implement the full project. A person authorized to bind the Applicant to all commitments made in the proposal shall sign this letter.

## **Part 2 - Technical Proposal**

### **Statement of Work**

Describe the project including the number and type of vehicles, details on conversions if they are part of the project, the fueling infrastructure, and any other component for which funding is requested. Also describe existing equipment and planned acquisitions for which funding is not requested, but which are associated with this project. Discuss the Applicant's overall plan to implement an alternative fuel or advanced technology vehicle program and describe in detail how the proposed project will support these plans. Include a profile of the fleet's current vehicle mix. List the tasks that must be completed to accomplish the project. Include a monthly or quarterly project schedule in a bar chart or milestone format indicating planned start and completion timeframes for each task relative to execution of the Contract. The timeline should not assume a specific date for Contract approval, but rather provide relative timeframes from that event. Define and indicate key milestones and deliverables in the schedule.

### **Project Management**

Identify the Project Director and key participants in the project. Describe their individual expertise and explain how each will contribute to successful completion of the project. List the tasks to be performed by the Project Manager and key participants. For major tasks indicate the number of hours each individual will spend on each task.

If the proposed project is a cooperative effort consisting of multiple partners, the statement of work should list all project partners, describe any agreements, including financial, between said entities, and specify which partner is responsible for specific project components. If no contractual agreements exist between project partners at the time of the application, Applicants should submit a letter of support or letter of intent from all partners and the proposal should provide a timeline by which DES will be provided copies of contractual agreements. A State of New Hampshire Certificate of Good Standing shall be submitted for each project partner prior to contract approval.

### **Economic and Environmental Benefits**

Calculate the air quality benefits of this project and describe the methodology used. Key pollutants to be addressed are volatile organic compounds and oxides of nitrogen. A discussion of project impacts on carbon monoxide, carbon dioxide, and particulate matter emissions is welcome, but not required. Estimates of annual vehicle miles traveled must be a part of this discussion.

Estimate the amount of petroleum which will be displaced annually or during the project period and describe the methodology used.

Discuss any economic benefits associated with this project either to the applicant or to the wider community.

### **Description of long term maintenance of completed project**

Describe how the equipment and vehicles associated with the project will be maintained, who is responsible for doing the maintenance, and what agreements are in place to ensure the



finished project is maintained for the expected life of the equipment. Include a discussion of additional potential users of any installed fueling infrastructure.

### **Part 3 - Cost Analysis**

***Note: No costs incurred prior to Governor and Council approval of a Contract between DES and the Applicant will be reimbursed.***

All Applicants will be reimbursed based on submission of invoices and documentation of project or milestone completion.

### **Project Costs**

Applicants should provide a detailed discussion of all direct and indirect costs of this project including cost share details. Presentation of this information in a table format would provide for an easier review, but is not required. Examples of information to provide include, but are not limited to, the following:

- 1) For vehicle purchase or lease:
  - a) Base cost of vehicle or cost of equivalent non-AFV vehicle; if cost of equivalent non-AFV vehicle is used, provide full identifying information.
  - b) Incremental cost of AFV to be acquired.
  - c) Total number of vehicles to be acquired.
  - d) Total funding requested for vehicle purchase or lease.
  - e) Project management costs.
- 2) Vehicle Conversion/Re-powering Projects.
  - a) Per vehicle cost of conversion or re-powering.
  - b) Total number of vehicles to be converted or re-powered.
  - c) Total funding requested for vehicle conversion.
  - d) Full identifying information of the existing vehicle including make, model, model, year and mileage.
  - e) Project management costs.
- 3) Infrastructure Projects
  - a) Type and cost of all associated hardware and software.
  - b) Land acquisition costs.
  - c) Utility connection costs.
  - d) Project management costs.
- 4) Costs associated with education and outreach.

### **Cost Share**

***All projects must include cost sharing. Cost share contributions must total at least 66.4% of total project cost (funding request + cost share), and may include any combination of the following:***

1. The full cost of dedicated AFVs if vehicle purchases are made in addition to those funded by this award and are ***not necessary to satisfy EPAAct requirements***.
2. The cost to convert conventional vehicles to alternative fuel if vehicle conversions are in addition to those funded by this award, and are not necessary to satisfy EPAAct requirements.
3. Costs of fueling or recharging equipment and associated facilities used to support the vehicles that are the subject of the application, provided the equipment is not previously existing equipment.

4. The base cost of dedicated AFVs whose incremental cost is funded by this grant.
5. The base cost of vehicles whose conversion or re-powering is funded by this grant.
6. The value of services provided by Applicants and project partners, including:
  - i. Cash contribution
  - ii. Ownership or operation of land, facilities, or other physical assets
  - iii. Construction or project management
  - iv. Other forms of match approvable by the Federal Highway Administration.

Requested funds, cash, and in-kind contributions together must account for 100% of the cost of implementing the project. Cost share contributions can come from any source except Federal funds. Applicants should specify the source of funds for cost share documentation.

Include letters of support/commitment from all entities who will be contributing cost share. Describe how cost share contributions directly support the project to be funded.

Federal tax incentives or other funds may be available for some project elements. Applicants should include a discussion of these other funds in their proposals.

## ***VII. General Conditions***

**DES hereby notifies all Applicants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award. In addition, DES has agreed to the following terms and conditions as part of receiving these funds, therefore all Contracts executed between DES and selected Applicants shall contain the following:**

- A. The Applicant shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance for all equipment purchased under the Contract for a period to be determined under final contract negotiations. Should operational adjustments be necessary, the Applicant agrees that no changes will be made without prior approval of DES.
- B. The Applicant agrees to maintain financial records pertinent to the development of the Project for up to three years beyond the completion of the Project, and to make the records available to DES upon request.
- C. The Applicant shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts. Required Federal contract provisions can be obtained through the New Hampshire Department of Transportation's Labor Compliance Office (271-6612) or Online at: <http://webster.state.nh.us/dot/municipalhighways/tecmaq/pdf/FAPackage.pdf>.
- D. The Applicant shall submit invoices to DES for thirty-three and six-tenths percent (33.6%) of the amounts paid for the performance of the work set forth in the Contract. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application and contract, as well as backup information to support the charges. The Applicant shall certify that the invoices properly represent payment for work that has been completed and paid for by the Applicant.

E. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire, or DES, which immunity is hereby reserved. This covenant shall survive the termination of the Contract. The Applicant and all its subcontractors, if any, shall provide certificates of insurance evidencing coverage in the following minimum amounts, as applicable, prior to beginning any work set forth in the Scope of Services:

1. Workers' compensation and employers' liability as required by law.
  - \$100,000 each accident
  - \$500,000 disease – policy limit
  - \$100,000 disease – each employee.
2. Commercial General Liability: Occurrence form, to include Contractual Liability, explosion, collapse, and underground coverage and naming the New Hampshire Department of Transportation as additional insured.
  - \$1,000,000 each occurrence bodily injury and property damage
  - \$2,000,000 general aggregate – include per Project aggregate endorsement
  - \$2,000,000 products/completed operations aggregate.
3. Commercial Umbrella Liability.
  - \$1,000,000 each occurrence
  - \$1,000,000 aggregate.
4. Comprehensive Automobile Liability covering all motor vehicles including owned, hired, borrowed and non-owned vehicles.
  - \$1,000,000 combined single limit for bodily injury and property damage
5. To the extent applicable or required, Professional Liability coverage covering negligent acts, errors and omissions arising out of professional services with a three-year extended reporting period for events that occurred but were not reported during the term of the policy.
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate.

The General Liability and Automobile policies shall name DES and the State of New Hampshire as additional insureds. Said policies shall also include a waiver of subrogation in favor of DES and the State of New Hampshire. No policy may be cancelled without first providing DES and the State of New Hampshire with at least a thirty (30) day advance written notice (except in circumstances involving the non-payment of a premium, in which case ten (10) days' notice shall be acceptable).

H. The Applicant shall defend, indemnify, and hold the State harmless for any claim arising from or related to the grant agreement. The "State" includes all State entities including, but not limited to DES and the New Hampshire Department of Transportation.

I. Non-Discrimination:

1. The Applicant agrees it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d—2000d-4 (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, “Nondiscrimination in Federally-Assisted Programs of The Department of Transportation –Effectuation of Title VI of the Civil Rights Act of 1964” (referred to as the “REGULATIONS”), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance extended by the State of New Hampshire. This AGREEMENT obligates the Applicant for the period during which Federal financial assistance is extended.
2. The Applicant will give assurance that it will promptly take any measures necessary to effectuate the Contract, including but not limited to the following specific assurances:
  - a. That each “program” and each “facility” will be conducted or operated in compliance with all requirements of the REGULATIONS.
  - b. Applicants and their contractors or subcontractors shall not discriminate on the basis of race, color, national origin, sex, age, or disability in the performance of the Contract. All applicable requirements of 49 CFR Part 26 shall be ensured. Failure by the contractor to carry out these requirements will be considered a material breach of the Contract, which may result in the termination of the Contract or such other remedy, as the recipient deems appropriate.

- J. If there is a default of any nature to the Contract, the Applicant shall be required to reimburse the State of New Hampshire for all funds expended under this Project.

**VIII. Selection Process**

Project proposals will be evaluated by the GSCCC Advisory Board which consists of program and technical staff of DES and the New Hampshire Office of Energy and Planning, and outside experts. The panel will determine whether a proposal meets the minimum requirements as set forth in this RFP. Proposals that do not meet the minimum requirements will not be considered for funding. Reasons for removing the proposal from consideration for funding shall be provided to the Applicant in writing. Applicants will be given the opportunity to present their proposals to the panel as part of the review process.

To be considered for an award, each proposal must meet the following minimum qualifications:

- A. The proposal must be submitted by an eligible entity and be consistent with the eligibility criteria.
- B. The proposal must provide sufficient information and supporting documentation to enable the selection committee to evaluate the proposal based on the evaluation criteria.
- C. The proposed project must, at a minimum, result in a reduction of both petroleum usage and air pollution emissions.

A list of all applications for funding will be developed and will include the score of the proposal as determined by the selection panel. Projects that receive the highest scores will be awarded funding until the funds available in the current round are exhausted. DES will enter into Contracts with each selected Applicant. DES reserves the right to propose partial funding for projects to ensure the best use of these funds. DES also reserves the right to request and review appropriate financial data to ensure the Applicant's ability to complete the proposed project.

### **Evaluation Criteria**

Proposals that meet the minimum qualifications will be evaluated based on the following five criteria:

- A. Reduction in environmental emissions per program dollar invested. (30 points)  
Factors to be considered include:
  - Quantifiable reductions of nitrogen oxide, volatile organic compounds and other pollutants.
- B. Petroleum offset. (20 points)  
Factors to be considered include:
  - The amount of petroleum that will be offset as a result of this project.
- C. The potential for growth. (20 points)  
Factors to be considered include:
  - Applicants plan for expanding the use of the available infrastructure, through outreach to other potential users.
  - Plans for increasing the use of alternative fuel within the Applicants fleet.
  - Public access to the project infrastructure.
  - Location of the project near major transportation corridors.
- D. Completeness of project plan. (15 points)  
Factors to be considered include:
  - All necessary tasks are clearly identified and defined.
  - All project partners necessary to complete the project are identified.
- E. Applicant's experience implementing AFV and alternative fueling infrastructure projects. (15 points)  
Factors to be considered include:
  - Proven ability to implement complex alternative fuel projects.

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<sup>1</sup> Alternative fuels, as defined by the Energy Policy Act of 1992 (EPAAct), include ethanol, natural gas, propane, hydrogen, biodiesel, electricity, methanol, and p-series fuels.

<sup>2</sup> DES may award less than, all of, or more than the amount stated in this RFP.

<sup>3</sup> For more information visit <http://www.fhwa.dot.gov/environment/cmaqpgs/index.htm>.

<sup>4</sup> Incremental cost is the cost of a certified conversion of an existing vehicle to use at least one alternative fuel, or the additional cost of purchasing a new vehicle equipped to operate on at least one alternative fuel, over the normal cost of a similar new vehicle equipped to operate on a conventional fuel (gasoline or diesel).

<sup>5</sup> Hybrid-electric vehicles must demonstrate a reduction in emissions as compared to a comparable conventional vehicle to be eligible.

### Attachment 1 -- Proposal Checklist

Proposal Title		Due Date	
Primary Contact (for Applicant only, not project partners)		Title	
Company		Phone	Fax
Address	City	State	ZIP
		email	
<b>The Applicant must answer the following questions:</b>			
Have you included six (6) copies of your completed proposal and all attachments?		___ yes ___ no	
Have you included a Cover Letter including a Statement of Qualification and summary of financial solvency?		___ yes ___ no	
Have you included letters of commitment from all project partners?		___ yes ___ no	
Have you included an original Certificate of Good Standing for the Applicant (available from the NH Secretary of State, Corporate Division)?		___ yes ___ no	
Do you accept all terms outlined in Section VII, General Conditions, in the RFP?		___ yes ___ no	
Is other public funding either pending or awarded for the project proposed in this application for funding? (If yes, explain on separate page.)		___ yes ___ no	
Does the Applicant have any felony indictments or convictions as specified in Section E, Part 1 - Cover Letter?		___ yes ___ no	
Is all proprietary information clearly marked in the application?		___ NA ___ yes ___ no	
<b>On what page of your proposal can these items be found?</b>			
	page #		page #
Executive Summary	_____	Management Plan (Organizational Chart)	_____
Background	_____	Cost Summary	_____
Statement of Work	_____	Cost Sharing Chart*	_____
Timeline/Milestones & Reporting Dates	_____	*note there is a 66.4% required match	
Applicant Qualifications	_____		
<b>Authorized Signature</b>			
I certify that the above information is accurate, and that the proposal requirements noted have been completed and are enclosed. I understand that this proposal may be disqualified if the solicitation requirements are not met. I, the undersigned, am authorized to commit my organization to this proposal.			
Signature		Name	
Title		Company Name	
Phone		Date	

**NOTE: This completed form MUST be attached to the front of all copies of your proposal**

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**Attachment 2 --Ozone Non-attainment Area – Municipalities Eligible for GSCCC CMAQ Funding**

**Hillsborough County:**

**Includes only the following towns:**

Amherst  
Bedford  
Brookline  
Goffstown  
Hollis  
Hudson  
Litchfield  
Manchester  
Merrimack  
Milford  
Nashua  
Pelham

**Strafford County:**

**Includes only the following towns:**

Dover  
Durham  
Rochester  
Rollinsford  
Somersworth

**Merrimack County:**

**Includes only the following towns:**

Hooksett

**Rockingham County:**

**Includes only the following towns:**

Atkinson  
Auburn  
Brentwood  
Candia  
Chester  
Danville  
Derry  
East Kingston  
Epping  
Exeter  
Fremont  
Greenland  
Hampstead  
Hampton  
Hampton Falls  
Kensington  
Kingston  
Londonderry  
New Castle  
Newfields  
Newington  
Newmarket  
Newton  
North Hampton  
Plaistow  
Portsmouth  
Raymond  
Rye  
Salem  
Sandown  
Seabrook  
South Hampton  
Stratham  
Windham